

Minutes of Land Use, Parks and Environment Committee
Tuesday, June 16, 2009

Chair Fritz Ruf called the meeting to order at 8:30 a.m. and led the Committee in the Pledge of Allegiance.

Committee Present: Supervisors Fritz Ruf (Chair), James Jeskewitz, Walter Kolb, Ted Rolfs, Janel Brandtjen, Gilbert Yerge. **Absent:** Supervisor Rob Hutton

Also Present: Chief of Staff Mark Mader, Legislative Associate Karen Phillips, Community Development Coordinator Glen Lewinski, Register of Deeds James Behrend, Enterprise Operations Manager Andrew Thelke, ADRC Director Cathy Bellovary, ADRC Health and Nutrition Supervisor Mary Smith

Approve Minutes of May 19, 2009

MOTION: Jeskewitz moved, second by Yerge, to approve the minutes of May 19, 2009.

Motion carried: 6-0

Executive Committee Report of June 15, 2009

Ruf reviewed the following items discussed at the Executive Committee meeting:

- Discussion of Ordinances (2)
- Approval of Appointments
- FEMA Training Update – Mader summarized the events of the four-day endeavor held in Emmitsburg, Maryland.

Future Meeting Date

- July 21, 2009 (There will be no meeting on July 7, 2009)

Discuss and Consider Ordinance 164-O-023: Accept and Appropriate Funds Under the Community Development Block Grant – American Recovery and Reinvestment Act of 2009 (CDBG-R) Public Law III-5 (Recovery Act) and Create a New Capital Project – 200916 Expo Remodel for Home-Delivered Meal Program

Lewinski explained this ordinance authorizing Community Development to accept funding in the amount of \$392,451. The CDBG would execute an agreement with the City of Waukesha to distribute \$114,887, and Waukesha County would retain \$277,564.

Thelke explained this ordinance creates new capital project #200916 - Expo Remodel for the Home Delivered Meals Program. The project would include renovation of space and kitchen upgrades in the Arena and Forum Building North Hall. The funding would also be used for roof repairs, energy efficient lighting, HVAC and building upgrades, floor replacement, and office space renovation including furniture and office equipment. Kitchen equipment upgrades would include replacement of two walk-in coolers and stainless steel tables.

Smith explained that the ADRC would be consolidating three home delivered meal distribution centers in the City of Waukesha into one (a 2009 budget initiative). Kolb inquired whether meals would be served at the Expo site. Smith said that only packaging of the home delivered meals is done; no meals would be served there. A contracted caterer delivers the prepared bulk food and the meals are assembled at the site. No actual cooking is involved other than warming of items such as vegetables. Smith added that volunteer drivers deliver approximately 125-150 meals per day to City of Waukesha clients. Bellovary stated they have been looking for a new meal program site for several years, and this plan makes for a good partnership.

Lewinski explained this is a valuable project for the Expo Center as well as the ADRC meal program. There would be significant energy savings, as the existing equipment is old and inefficient. Kolb asked who would pay the utility costs. Thelke stated it would be paid for out of the Parks and Land Use budget; however, there will actually be a cost savings because the new equipment will be much more energy efficient. He added that the renovations would also make the facilities much more marketable to other clients.

MOTION: Rolfs moved, second by Jeskewitz, to approve Ordinance 164-O-023. Motion carried 6-0.

Register of Deeds Office Update

Behrend stated there are currently 23 of 25 positions filled in the Register of Deeds (ROD) Office. There are two positions being held open at this time. If work volume increases, they would most likely utilize overtime rather than fill another position. Behrend informed the Committee that the ROD is in the process of replacing their computer systems this year. A number of their existing programs were created in-house in the 1970's. The new programming would enable e-recording document processing. The plan is to have the new system in by November 6. Behrend provided examples of types of standard documents that would most easily adapt to the e-recording process.

Behrend distributed handouts containing ROD statistical information. Upon review of the chart of *Annual Recorded Documents*, Behrend pointed out the periods of ups and downs in volume and revenue between 1992 and 2009. As shown on the chart *Monthly Document Volume, 2008 VS 2009*, volume is up somewhat over last year. Currently, most of the documents coming through the ROD are mortgages/satisfactions related to refinancing. Behrend further discussed the per page recording fees as mandated by the State.

Behrend continued with a review of the chart *2008 VS 2009 Recording, Transfer Revenue*. Although the recording fee revenue is up this year, the transfer fee revenue is notably down versus last year. In looking at recasting next year's budget, the preliminary discussions are to move it in line with expected revenues – about an \$800,000 adjustment. Behrend stated he does expect to see a rise in the transfer fee revenues in the next month or two if the real estate market continues to improve. Behrend also briefly discussed the upcoming implementation of the new tax and cashiering systems.

Yerke expressed his desire for some type of uniformity in therecording of deed restrictions and the establishment of a follow-up method to make sure the restrictions have been enforced. This concept was briefly discussed amongst Behrend and the Committee members with no notable resolve.

Behrend concluded with a review of the ROD - Vital Records section. He discussed the confidentiality issues confronted because of the private information contained in public records, such as social security numbers on birth and death certificates.

On behalf of the Committee, Ruf thanked Behrend for the informative presentation.

In the absence of objections, the meeting adjourned at 9:15 a.m.

Respectfully submitted,

Jim Jeskewitz
Secretary